



HAZARDOUS MATERIALS REGISTRATION PROGRAM

This packet contains information outlining registration requirements applicable to persons who offer or transport hazardous materials in commerce. You should read the section "Who Must Register" on page 2 of the attached brochure to determine whether your company must comply. If your company generates hazardous waste, please read the section "Requirements for Hazardous Waste Generators" on page 3 to determine whether your company is required to register.

Registration fees have not changed from last year (the 2000-2001 registration year). We decided to defer any decision on our proposal to temporarily reduce registration fees (published in the *Federal Register* on December 7, 2000) until provisions in the President's Fiscal Year 2002 budget proposal are fully considered. The proposals to amend the registration regulations to refer to the U.S. Small Business Administration's (SBA) use of the North American Industry Classification System (NAICS) codes rather than to the Standard Industrial Classification (SIC) codes to determine the size standard for an industry group, and to establish a specific fee for not-for-profit organizations are deferred also.

Please also note:

- **Changes last year.** We made several changes to the registration requirements beginning with the 2000-2001 registration year. One of these changes expanded the requirement to register to any person that offers or transports a quantity of hazardous materials (including hazardous waste) that requires placarding. Many persons who were not required to register before July 1, 2000, are now required to register.
- **Prior years.** The Hazardous Materials Registration Program has been in effect since the 1992-1993 registration year. Your company must register for prior years if (1) it engaged in activities during those years that required registration, and (2) it failed to register. See page 6.
- **Each "person" must register.** The Hazardous Materials Registration requirements apply to a "person," which includes each separate corporation, partnership, or association, as well as a sole proprietorship. Registration is not required for each vehicle that you operate or for each facility or terminal owned or operated by a single "person."
- **Mailings.** If you received this in the mail, we sent it to you because your company is currently registered in the Hazardous Materials Registration Program or appears on one or more of several lists of companies as an offeror or transporter of hazardous materials (including hazardous wastes). These lists were collected primarily from offices within the U.S. Department of Transportation or the U.S. Environmental Protection Agency. While inclusion in any of our source lists is not an absolute indication that you are required to register, it does indicate that you may be subject to the registration requirements.

In most years we make "follow up" mailings several weeks after this information packet is first mailed out, to remind people of the registration requirements. For both the initial and follow-up mailings we try to remove duplicate address records from the lists we use. However, when working with lists from different sources, it is not always possible to eliminate multiple entries, especially when a single company appears in different lists under slightly different names or with different addresses. Consequently, this packet may have been sent more than once to a single company or "person." We regret any inconvenience this may cause.



Registering As An Offeror or Transporter of Hazardous Materials

U.S. DEPARTMENT OF TRANSPORTATION

Hazardous Materials Registration Program

Instructions & Form DOT F 5800.2
For Registration Year 2001–2002

■ *Important Changes Made Last Year*

The following changes became effective last year for the 2000-2001 registration year (July 1, 2000, through June 30, 2001) and remain in effect:

- Registration is required for each person that offers or transports **any shipment of hazardous materials that requires placarding** (with an exception for farmers offering or transporting hazardous materials in direct support of their farming activities).
- The annual registration fee for years beginning with 2000-2001 is \$300 for each person meeting the Small Business Administration's size standard for a small business and \$2,000 for each person that does not meet those standards. (The fee was \$300 for prior registration years up through 1999-2000 regardless of the size of your business.)
- You may register for a one, two, or three year registration period beginning with the 2001-2002 year by completing a single registration statement and paying the appropriate fee. The fees listed on the statement and in this brochure include a \$25 administrative fee for each filing. By submitting a form and payment for two or three years, you save the administrative fee for the extra year(s). A single Certificate of Registration with a Registration Number good for one, two, or three years is issued for each statement.

You may register by using one of the following methods:

- Register through the Internet as explained on page 9 of this brochure.
- Complete form DOT F 5800.2 (revised 3/01) and mail it with payment of the appropriate fee to the address given on the printed form.
- Register by telephone through the expedited procedures described on page 9 of this brochure.

■ *Introduction*

Background and Uses of the Fee

Under the federal hazardous material transportation law (49 U.S.C. 5101), certain offerors and transporters of hazardous materials, including hazardous waste, are required to file a registration statement with the U.S. Department of Transportation and to pay an annual fee. This program began in 1992 and is administered by the Associate Administrator for Hazardous Materials Safety, Research and Special Programs Administration (RSPA). The registration regulations are found at 49 CFR 107.601-107.620.

The fee provides funds for grants distributed to states and Indian tribes for hazardous materials emergency response planning and training through the Hazardous Materials Emergency Preparedness Grants Program. For use in FY 2001, 50 states, the District of Columbia, five territories, and fourteen Indian tribes received grant awards totaling \$12.8 million. These grants support planning and training of emergency personnel to respond to incidents involving hazardous materials. Grants are used to train, in part, approximately 120,000 emergency responders each year. In addition, \$1.0 million in grants have been made to the International Association of Fire Fighters to support its hazardous materials instructor train-the-trainer program. The fees are also used to publish the

Your fee is helping communities prepare for a spill, accident or other hazardous materials emergency that may occur.



Research and Special Programs
Administration

■ **Who Must Register?**

Each person* as defined by the federal hazardous material transportation law that engages in any of the activities requiring registration must register. See the discussion of person below for exceptions to the requirement.

*Underlined words are defined on pages 2 - 5.

Activities Requiring Registration:

A person who, between July 1 of a year and June 30 of the following year, offers or transports in commerce any of the following categories of hazardous materials (including hazardous wastes) must register with RSPA for that twelve-month period (Note: the letters identifying each of the following sections represents the “Category” of activity used on the Registration Statement):

- A. A highway route controlled quantity of a Class 7 (radioactive) material, as defined in 49 CFR 173.403.
- B. More than 25 kilograms (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material (see 49 CFR 173.50) in a motor vehicle, rail car, or freight container.
- C. More than one liter (1.06 quarts) per package of a “material extremely toxic by inhalation” (that is, a “material poisonous by inhalation,” as defined in 49 CFR 171.8, that meets the criteria for “hazard zone A” as specified in 49 CFR 173.116(a) for gases or 173.133(a) for liquids).
- D. A hazardous material (including hazardous wastes) in a bulk packaging having a capacity equal to or greater than 13,248 liters (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids. Please note that under this provision persons who offer or transport hazardous materials that do not require placarding (that is, Class 9 materials) in a bulk packaging with a capacity greater than 3,500 gallons or 468 cubic feet, must register.
- E. A shipment in other than a bulk packaging of 2,268 kilograms (5,000 pounds) gross weight or more of one class of hazardous materials (including hazardous wastes) for which placarding of a vehicle, rail car, or freight container is required for that class.
- F. A quantity of hazardous material that requires placarding. The offering and transporting of hazardous materials by farmers in direct support of their farming operations are excepted from this category of activities requiring registration. See the section “Requirements for Farmers” below.

Since the beginning of the program in 1992, activities in Categories A through E have required registration by law. Category F was added by regulation beginning with the 2000-2001 registration year.

Person:

A person is defined by federal hazardous material transportation law as including an individual, firm, copartnership, corporation, company, association, joint-stock association, including any trustee, receiver, assignee, or similar representative thereof, or government, Indian tribe, or agency or instrumentality of any government or Indian tribe when it offers hazardous materials for transportation in commerce or transports hazardous materials to further a commercial enterprise. However, the following are specifically excepted by statute or regulation from the registration requirements:

- A. Agencies of the federal government.
- B. Agencies of states.
- C. Agencies of political subdivisions of states.
- D. Employees of those agencies listed in [A], [B], or [C] with respect to their official duties.
- E. Hazmat employees, including the owner-operator of a motor vehicle that transports hazardous materials in commerce if that vehicle, at the time of those activities, is leased to a registered motor carrier under a 30-day or longer lease as prescribed in 49 CFR Part 376 or an equivalent contractual relationship.
- F. Persons domiciled outside the United States whose only activity involving the transportation of hazardous materials within the United States is to offer hazardous materials for transportation in commerce from locations outside the United States, if the country in which they are domiciled does not impose registration or a fee upon U.S. companies for offering hazardous materials into that country. However, persons domiciled outside the United States who transport the types and quantities of hazardous materials that require registration within the United States must register.
- G. Farmers who offer or transport only hazardous materials that are used in direct support of their farming operations **and** who are not engaged in activities included in 49 CFR 107.601(a)(1) through (a)(5), that is, Categories A through E described in “Activities Requiring Registration” above. See “Requirements for Farmers” below.

Clarifications:

The registration requirement applies to all persons who (1) engage in interstate, intrastate, or foreign commerce; (2) engage in any of the activities discussed in “Activities Requiring Registration” above; and (3) are not specifically excepted from the requirement.

Each person who acts as an intermediary in the transportation of hazardous materials, such as a freight forwarder or agent, is subject to the registration requirements if that person performs or contracts to perform any of the functions of an offeror of hazardous materials.

Each U.S. company engaged in a specified hazardous materials activity that is (1) incorporated separately from a parent company, (2) under the majority stock ownership of another company, or (3) a wholly owned or controlled subsidiary of another company, is required to register even when the parent company is also subject to registration.

You must also register if you engage in any of the activities discussed in “Activities Requiring Registration” above, and are:

1. A merchant vessel carrier transporting, transiting, or transshipping hazardous materials within 12 miles of the U.S. coast; or
2. A federal, state, or local government contractor.

Requirements for Farmers:

1. If you are a farmer who offers or transports only hazardous materials that (a) are used in direct support of your farming activities **and** (b) are not included in Categories A through E of “Activities Requiring Registration” above, you are not required to register.

- If you are a farmer who offers or transports hazardous materials that require placarding that are **not** in direct support of your farming operation, you must register and pay the appropriate registration fee. For example, a farmer who offers or transports home heating fuel for commercial purposes in quantities requiring placarding must register.
- If you are a farmer who offers or transports for any purpose any of the hazardous materials included in Categories A through E of “Activities Requiring Registration” above, you must register and pay the appropriate registration fee. For example, if you transport 55 lbs or more of a Division 1.1 explosive, even if the explosive is to be used in direct support of your farming operations, you must register.

Requirements for Hazardous Waste Generators:

Hazardous waste generators are subject to the registration requirement if they offer or transport hazardous wastes in the quantities that require registration. All hazardous wastes subject to the Hazardous Waste Manifest Requirements of the U.S. Environmental Protection Agency are hazardous materials. In July 2000 the number of hazardous waste generators required to register significantly increased when the regulations were revised to require registration of all persons who offer or transport a quantity of hazardous materials that requires placarding.

Any person who performs any of the activities of an offeror, which include signing the shipping paper (hazardous waste manifest), for a quantity that requires placarding must register. Depending on the type of packaging (container) and the amount of waste being removed at one time, even generators of relatively small quantities of hazardous waste may be subject to the registration requirement.

A hazardous waste generator must register if it:

- offers or transports any amount of a waste other than Division 6.2 or Class 9 materials (which do not require placarding) in bulk packagings (for example, a cargo tank, a tank car, or a bulk transport vehicle); or
- offers or transports any amount of a Division 6.2 or Class 9 material in bulk packagings with capacities equal to or greater than 3,500 gallons or 468 cubic feet; or
- offers or transports hazardous waste in other than bulk packagings (any container with a capacity of less than 119 gallons, for example, a 55 gallon drum) if a single shipment contains 1,000 pounds or more of one or more classes of hazardous waste that require placarding. Please note that it is the amount of material being removed from a site in non-bulk packagings at one time that triggers the registration requirement for the generator, not the amount of material that is contained in total on the truck, part of which may have been shipped by another hazardous waste generator.

Placarding:

Placarding requirements are found in 49 CFR Part 172, Subpart F. The requirements are summarized as follows:

- Except for Division 6.2 and Class 9 materials, any quantity of a hazardous material offered for transportation or transported in a bulk packaging requires placarding.
- For materials offered for transportation or transported in a **non-bulk packaging**, the quantity that requires placarding depends

on whether the material is in a class or division included in Table 1 or Table 2 below:

Table 1 (Placard any quantity)	
<u>Hazard Class or Division</u>	<u>Placard Name</u>
1.1	EXPLOSIVES 1.1
1.2	EXPLOSIVES 1.2
1.3	EXPLOSIVES 1.3
2.3	POISON GAS
4.3	DANGEROUS WHEN WET
5.2 (Organic peroxide, Type B, liquid or solid, temperature controlled)	ORGANIC PEROXIDE
6.1 (Inhalation Hazard, Zone A or B) ...	POISON INHALATION HAZARD
7 (Radioactive Yellow III label only)	RADIOACTIVE
Table 2 (Placard 1,001 pounds or more)	
<u>Hazard Class or Division</u>	<u>Placard Name</u>
1.4	EXPLOSIVES 1.4
1.5	EXPLOSIVES 1.5
1.6	EXPLOSIVES 1.6
2.1	FLAMMABLE GAS
2.2	NON-FLAMMABLE GAS
3	FLAMMABLE
Combustible Liquid	COMBUSTIBLE
4.1	FLAMMABLE SOLID
4.2	SPONTANEOUSLY COMBUSTIBLE
5.1	OXIDIZER
5.2 (Other than organic peroxide, Type B, liquid or solid, temperature controlled) .	ORGANIC PEROXIDE
6.1 (PG I or II, other than Zone A or B inhalation hazard)	POISON
6.1 (PG III)	KEEP AWAY FROM FOOD
6.2 (Infectious substance)	NONE
8	CORROSIVE
9	CLASS 9 (placard not required for domestic transportation)
ORM-D	NONE

Note: Infectious substances, hazardous materials classed as ORM-D, hazardous materials authorized to be offered for transportation as Limited Quantities when identified as such on shipping papers, hazardous materials prepared in accordance with 49 CFR 173.13, hazardous materials which are packaged as small quantities under the provisions of 49 CFR 173.4, and combustible liquids in non-bulk packagings are excepted from the placarding requirements by 49 CFR 172.500(b). Materials offered or transported under the “materials of trade” exception (see 49 CFR 173.6) are, by definition, less than the quantities that require placarding.

Definitions

Bulk Packaging:

A bulk packaging is a packaging, other than a vessel or a barge, with (1) a maximum capacity greater than 450 liters (119 gallons) as a receptacle for a liquid; (2) a maximum net mass greater than 400 kilograms (882 pounds) and a maximum capacity greater than 450 liters (119 gallons) as a receptacle for a solid; or (3) a water capacity greater than 454 kilograms (1000 pounds) as a receptacle for a gas (see 49 CFR 171.8).

The extension of the registration requirement to any placarded shipment basically over-rides activities that require registration in categories D and E. Hazardous materials (particularly Class 9

hazardous wastes) that do **not** require placarding but **are** transported in bulk packagings with capacities greater than 3,500 gallons or 468 cubic feet require registration under category D. However, shipments of hazardous materials that do **not** require placarding (for example, Class 9 materials), placed in bulk packagings with capacities **less than** 3,500 gallons or 468 cubic feet, do **not** require registration.

It is important to note that the use of bulk packagings with capacities equal to or greater than 3,500 gallons or more than 468 cubic feet requires registration no matter how small the quantity of hazardous materials actually offered or transported. For example, persons who have hazardous waste picked up in tank trucks with such capacities, and persons who return unpurged tank trucks or rail tank cars from which they have unloaded hazardous materials so that the tanks still contain residues of hazardous materials when returned, must register under the provisions of Category D.

Calendar Year:

Although the registration year extends from July 1 of a year through June 30 of the following year, a calendar year is used to report activity in item 7 of the registration statement, "Prior-Year Survey Information." This calendar year is the twelve-month period (January 1 through December 31) immediately preceding the beginning date of the registration year (or years) for which you are filing the registration statement. You are asked to supply information on your activities in calendar year 2000 on the statement submitted for 2001-2002 (or 2001-2003, or 2001-2004). The use of the preceding calendar year in reporting activity provides a definite and verifiable (rather than speculative) basis for this section of the form.

Farmer:

The term "farmer" means a person engaged in the production or raising of crops, poultry, or livestock (49 CFR 171.8).

Highway Route Controlled Quantity:

The criteria for determining whether a shipment of radioactive material is a "highway route controlled quantity" are found in 49 CFR 173.403, which further references 49 CFR 173.435. Please note that any shipment of a "highway route controlled quantity" of a radioactive material, whether by highway, rail, air, or water, subjects the offeror and carrier to the registration requirement.

If you think you are an offeror or carrier of highway route controlled quantities, please review the defining criteria carefully. Shipments of highway route controlled quantities must be specifically identified as such by the offeror on the shipping papers (see 49 CFR 172.203(d)(4)).

Modes:

The four modes of transportation that are covered under the Hazardous Materials Regulations, including the registration requirement, are highway, rail, air, and water. For purposes of registration, highway transportation includes all interstate, intrastate, and foreign shipments that meet the registration criteria and are not specifically excepted by regulation. Water transportation does not include hazardous materials loaded or carried on board a vessel without benefit of containers or labels and received and handled by the vessel carrier without mark or count. This type of shipment,

for which the vessel becomes the container, such as LNG or oil tanker vessels, falls under the authority of the U.S. Coast Guard. See the delegation of authority at 49 CFR 1.46(t).

Offeror:

An offeror is a person who ships hazardous materials in commerce, or a person who acts as an intermediary in the transportation of hazardous materials (such as a freight forwarder or agent) if the intermediary performs any of the functions of an offeror of hazardous materials. Functions of an offeror, besides shipping, include, but are not limited to: selecting the packaging for a regulated hazardous material, physically transferring a hazardous material to a carrier, determining the hazard class of a hazardous material, preparing shipping papers, reviewing shipping papers to verify compliance with the hazardous materials regulations or their international equivalents, signing hazardous materials certifications on shipping papers, placing hazardous materials markings or placards on vehicles or packages, and providing placards to a carrier.

A formal interpretation of the terms "offeror" and "transporter" as related to the registration requirements was published in the [on October 28, 1992, pages 48739 - 48741.](#)

Further clarification of the term "offeror" was supplied in the Final Rule published in the [on February 14, 2000, page 7304.](#) In item 7 of the registration statement, you are asked to indicate whether you operated as a "Shipper," "Carrier," or "Other" during the calendar year preceding the beginning of the registration year. Persons who act as intermediaries should mark "Other" (marking "Shipper" or "Carrier" as well if appropriate).

Shipment:

The term "shipment" as used in the registration regulations means the offering or loading of hazardous material at one loading facility using one transport vehicle, or the transport of that transport vehicle (see 49 CFR 107.601(c)).

Small Business:

A person is a "small business" if it meets the size standard established by the U.S. Small Business Administration (SBA) in 13 CFR 121 for the primary commercial activity of the person (company).

Size Standards for 2001-2002: To find the current size standard for your primary industry group, see the list of Standard Industrial Classification (SIC) codes, the corresponding North American Industry Classification System (NAICS) codes, and current size standards for the NAICS codes for some common hazardous materials industry groups on pages 10 and 13. If your industry group is not included in this list, see the complete list at the SBA Internet site at:

<http://www.sba.gov/size/SIC2NAICSmain.htm>

To determine the appropriate fee for your company, apply the NAICS size standard for the industry group that best describes your primary commercial activity. Because we have not amended the registration regulations to reflect the SBA's recent adoption of the NAICS codes, please report the corresponding SIC code on the registration statement. A link to the SBA site is provided at the Registration Internet page.

If you do not know your company's SIC code, you may use the U.S. Occupational Safety and Health Administration's search engine at <http://www.osha.gov/oshstats/sicser.html> to search detailed descriptions of the businesses included in each classification. If you know your company's NAICS code but not the corresponding SIC code, tables comparing the SIC codes with NAICS codes are available at the U.S. Bureau of the Census Internet site at <http://www.census.gov/epcd/www/naicstab.htm#download>. You may also call the SBA Office of Size Standards at 202-205-6618 for assistance in determining your company's industry group and its size standard.

With a few exceptions, the size standard is either the number of employees or the gross annual receipts. The number of **employees** is defined by SBA as being the average number of employees (including all individuals employed on a full-time, part-time, temporary, or other basis) employed during the pay periods in the preceding twelve months. See 13 CFR 121.106 for the applicable SBA definition.

Gross annual receipts is defined by SBA at 13 CFR 121.104. "Receipts" generally means "total income" (or in the case of a sole proprietorship, "gross income") plus the "cost of goods sold" as these terms are defined or reported on Internal Revenue Service (IRS) federal tax returns. The term, however, excludes net capital gains or losses, taxes collected for and remitted to a taxing authority if included in gross or total income, and proceeds from the transactions between a concern and its domestic or foreign affiliates (if also excluded from gross or total income on a consolidated return filed with the IRS). If your company has been in business for three or more years, the "annual receipts" is the receipts over its last three completed fiscal years divided by three. For companies in existence less than three years, the "annual receipts" is calculated by taking the receipts for the period the company has been in business divided by the number of weeks in business, multiplied by 52.

Whether annual receipts or number of employees is the size standard established for your industry group, you should consider the receipts or number of employees for the "person" required to register to determine whether your company must pay the fee for a "Small Business" or "Not a Small Business." **The "person" required to register may be a small business for registration purposes even though it may be part of an "entity" (which includes affiliates) that the SBA does not consider a small business for its internal purposes.**

Not-for-profit organizations should apply the SBA size standard for the industry group that represents the principal business activity to determine the appropriate fee (even though not-for-profit organizations are not covered by the SBA's size standards).

Size Standards For 2000-2001: If you are registering for the 2000-2001 registration year, you must use the SBA size standard established for that year for your SIC code. A table of these size standards by SIC codes as of September 30, 2000, is provided at the SBA Internet site at:

<http://www.sbaonline.sba.gov/regulations/siccodes/>

You should use this table of size standards as they existed on September 30, 2000, to determine whether your company was a small business in Registration Year 2000-2001.

Transportation:

Transportation means the movement of property and any loading, unloading, or storage incidental to the movement (49U.S.C.5102(12)).

■ ***Registration Deadline***

The completed 2001-2002 registration statement and payment must be submitted before July 1, 2001, or before engaging in any of the activities requiring registration, whichever is later. If you submit your registration statement by mail, we suggest that you submit it at least four weeks in advance of the date you will need the registration certificate in order to allow sufficient time for the registration to be processed and the certificate produced and mailed to you. If you need to obtain a registration number immediately, see the instructions for "Registering Through the Internet" or "Expedited Registration" on page 9.

■ ***Recordkeeping Requirements***

Copies of the registration statement and the certificate of registration must be kept for three years at your principal place of business and must be available for inspection. Motor carriers and vessel operators must also have on board a copy of the current certificate of registration, or another document bearing the current year's registration number identified as the "U.S. DOT Hazmat Reg. No." Every truck or truck tractor or vessel you use for the transportation of a hazardous material that meets the registration criteria must have this proof of registration on board.

■ ***State Registrations***

Some states have hazardous materials registration or permitting programs that may also apply to you. Registration with RSPA does not replace state requirements.

■ ***Use The Proper Registration Statement***

Because of the changes in the registration requirements last year, you must use a Registration Statement with a "revised" date of 3/00 or 3/01. All forms with earlier revision dates will be returned to you unprocessed and will therefore delay your registration. A copy of the Registration Statement, Form DOT F 5800.2 (Revised 3/01), is supplied in this brochure. You may use this form to register for years prior to 2000-2001, but for such years, the SIC code, the indication of business size, and Category F of the Prior Year Survey need not be supplied.

■ ***Penalties For Failure To Register***

The requirement to register with DOT is based on a federal law. The enforcement of this requirement is conducted cooperatively by federal, state, and local agencies. Federal, state, or local officials may impose penalties for failing to register or failing to meet the recordkeeping requirements.

■ ***Registering As A Non-Resident***

If you are not a resident of the United States, you must designate a permanent U.S. resident to serve as "agent for service of process" in accordance with 49 CFR 107.7. The name and address of your agent must be attached to the statement.

■ Sources Of Information

For Copies of this Brochure and Registration Forms:

- Download copies from the RSPA Registration Internet Home Page at <http://hazmat.dot.gov/register.htm>.
- Dial RSPA's automated Fax-on-Demand service at 1-800-467-4922. Press "2" and follow the instructions to request document number 700.
- E-mail your request to REGISTER@rspa.dot.gov.
- Call 617-494-2545 or 202-366-4109.

For Questions on the Registration Program Requirements:

- Call the Registration Program office at 202-366-4109.
- E-mail questions to REGISTER@rspa.dot.gov.

For Questions About the Hazardous Materials Regulations:

- Call the Hazardous Materials Information Center at 1-800-467-4922.

For Questions About the SBA Size Standards:

- See the complete listing of SIC codes, NAICS codes, and size standards at <http://www.sba.gov/size/SIC2NAICSmain.htm>.
- Call the SBA Office of Size Standards at 202-205-6618.

For Information on the HMEP Grants Program:

- Visit the HMEP Grants Internet site at <http://hazmat.dot.gov/hmep.htm>.
- Call the Grants Program office at 202-366-0001.

For the Status of your Registration Submission:

- Call 617-494-2545.

For Expedited Registration:

- Call 1-800-942-6990.

Registering Through the Internet:

- Register through the Internet at <http://hazmat.dot.gov/register.htm> as explained on page 9 of this brochure.
- If you need assistance or encounter problems with the Internet registration process, call 202-366-4484.

For Copies of the Hazardous Materials Program Regulations:

- Contact the Superintendent of Documents, Government Printing Office, Washington, DC 20402; telephone 202-512-1800. Ask for Title 49 of the Code of Federal Regulations, Parts 100 to 185.
- Access the Code of Federal Regulations through the Internet at <http://www.access.gpo.gov/nara/cfr> or <http://hazmat.dot.gov/rules.htm>.

To Obtain a U.S. DOT ID Number:

- Call the local Federal Motor Carrier Safety Administration's Office of Motor Carriers (usually in your state capitol). See the list of FMCSA field offices at <http://www.fmcsa.dot.gov/contactus/fieldoffs.shtm>.
- The application form for a US DOT number can be obtained at <http://www.fmcsa.dot.gov/factsfigs/formspubs.htm>.

For Information about Hazardous Materials Safety:

- The Office of Hazardous Materials Safety's Internet homepage contains extensive information on the transportation of hazardous materials. Please visit our site at <http://hazmat.dot.gov>.

If You Have Failed To Register For Past Years . . .

If you engaged in any of the hazardous materials activities described in 49 CFR 107.601(a)(1) through (a)(5), that is, those listed on the statement as categories A through E, in registration years before 2000-2001, or if you engaged in any of the activities described in 49 CFR 107.601(a)(1) through (a)(6), that is, those listed on the statement as categories A through F, in registration year 2000-2001, but did not register, you must do so now. There are nine prior registration years:

- 1992 (September 16, 1992, to June 30, 1993);
- 1993 (July 1, 1993, to June 30, 1994);
- 1994 (July 1, 1994, to June 30, 1995);
- 1995 (July 1, 1995, to June 30, 1996);
- 1996 (July 1, 1996, to June 30, 1997);
- 1997 (July 1, 1997, to June 30, 1998);
- 1998 (July 1, 1998, to June 30, 1999);
- 1999 (July 1, 1999, to June 30, 2000); and
- 2000 (July 1, 2000, to June 30, 2001).

You must file a registration statement and pay the appropriate fee for each year for which you need to register. For registration years 1992 through 1999, the fee is \$300 per year and is not dependent on the SBA size criteria. For these years, you must submit a registration statement for each of the years for which you are registering. Multiple year statements are not accepted for registration years 1992-1993 through 1999-2000. For registration year 2000, the fee is \$300 if you met the SBA criteria for a small business during that year or \$2,000 if you did not meet the SBA criteria for a small business that year. You may combine a registration for 2000-2001 with a registration for 2001-2002 (or 2001-2003). Be very careful to enter the proper registration years at the top of the statement ("2000-2001," "2000-2002," or "2000-2003"), and pay the proper fees for one, two, or three years. You may copy and use the form supplied in this booklet to register for any previous year.

Complete the "Activities" and "States" sections of item 7 of the registration statement to reflect the type of activities you conducted and the states in which you conducted them during the calendar year preceding the beginning of the registration year for which the statement is being filed. For example, if you are filing for the 2000-2001 registration year, report the activities you engaged in, and the states in which you offered or transported hazardous materials, between January 1 and December 31, 1999.

If you are registering for a year between 1992-1993 and 1999-2000, you do not need to supply the SIC code, the business size information, or Category F of Item 7 (Prior Year Survey).

